

ENGINEERING TECHNICIAN

DEFINITION: Under general supervision, performs a variety of non-technical engineering tasks of a routine nature; tasks are related to road constructions, dams, and other infrastructure facilities; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Assists with preliminary surveys for right-of-ways, land acquisition, boundary surveys, land use and land ownership; serves as a rodman and/or chainman; maintains field notes, descriptions, sketches and all other pertinent field data collected; assists in construction projects; assists with estimating labor, materials, equipment and cost for construction projects.

Downloads data collector and inputs data into computer databases; performs simple hydraulic calculations, estimates weight, volume and quantity using field notes; completes drafting, drawing and design projects under supervisor's instructions; utilizes AutoCAD and applicable software to develop drawing and reduce field notes; makes copies of topographical maps and drawings.

Installs, records, graphs and maintains hydraulic monitoring instruments and installed devices; develops specifications for purchasing monitoring instruments and construction materials; inspects construction sites and dams for seepage, piping, boils, sinkholes, erosion and rodent damage; makes recommendations for repairs; assists in installing gabions, compacting fill and making other field repairs.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of basic GIS, AutoCAD, Eagleware and GPS practices.

Knowledge of computer hardware, software, and peripherals related to area of assignment.

Knowledge of basic surveying and mapping practices.

Knowledge of computer assisted drafting and design practices and methods.

Knowledge of recordkeeping and file maintenance practices.

Skill in utilizing verbal and written communication for development of reports.

Skill in utilizing computer software to develop designs, drafting, maps and reports.

Skill in utilizing customer service techniques when responding to inquiries and complaints.

Skill in developing specifications and projecting cost estimates.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires carrying up to 85 pounds of equipment when hiking several miles to sites for mapping and GPS surveys with exposure to all types of adverse weather conditions.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and one (1) year of basic surveying or AutoCAD work experience.

PREFERRED QUALIFICATIONS:

- Two (2) years surveying or Auto CAD work experience.
- Training in Surveying or AutoCAD applications.

THE NAVAJO NATION

Class Code: 3325
Engineering Series
Engineering Support Group
Overtime Code: Non-Exempt
Pay Grade: 58

ENGINEERING TECHNICIAN

SPECIAL REQUIREMENTS:

- Possess a valid driver's license.

Supplemental Requirements:

Incumbent must obtain a valid Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.